

Town of Tilden Town Clerk Position – Proposal Packet

Proposal Transition & Compensation

A. Implementation of Appointed Clerk Position – Following approval by the electors at the annual town meeting, held on Tuesday, April 21, 2026 to convert the Town Clerk position from elected to appointed, this proposal requests that the Town Board establish an effective date for implementation.

Considerations

- The electors have approved the governance change
- The current Clerk is serving by appointment to fill a vacancy
- There is no newly elected term requiring continuation through April 2027
- Establishing an effective date will:
 - Align operations with elector direction
 - Provide clarity and consistency in administration
 - Support a smooth transition to the appointed structure

Requested Action

- Adoption of a resolution establishing an effective date for the appointed Clerk position
- Direction on transition process and appointment structure

B. Compensation Proposal – Proposed Salary: \$45,000 annually (no benefits). This compensation is intended to reflect the scope of responsibilities, time commitment, and total compensation structure of the appointed Clerk role.

Considerations

- Mileage paid for Clerk trainings approved by the Town Board
- Mileage paid for Election related duties
- (Mileage would not be paid for other clerical errands)
- The issuing of permits is part of the daily tasks of the Clerk position and would not be paid out separately.

Basis for Proposal

- Approximate workload: 30 hours per week (approx. 1560 hours annually)
- Responsibilities include: (see attached job description)
- Reflects professional-level responsibility and accountability
- Aligns with municipal administrative roles

Benefits Considerations

- Position does not include:
 - Health insurance
 - Retirement contributions
 - Comparable employer-provided benefits

Job Description: Town of Tilden Town Clerk

Position Summary

The Town Clerk serves as the primary administrative officer for the Town of Tilden and is responsible for statutory duties under Wis. Stat. §60.33, including managing elections, maintaining town records, and serving as clerk for board meetings. This role acts as the primary point of contact for residents, requiring strong organizational, communication, and computer skills. The duties and responsibilities outlined in the job description are not intended to be all-inclusive. The Town Clerk position is dynamic and requires flexibility, sound judgement, and the ability to prioritize competing responsibilities, statutory deadlines, projects, and operational needs as circumstances arise.

Essential Duties and Responsibilities

Board & Meeting Administration

- Prepare, post, and publish meeting agendas, notices, and packets in compliance with Wisconsin Open Meetings Law and Town policies.
- Attend Town Board meetings, annual meetings, special meetings, hearings, and other meetings as required.
- Attend required or Town Board suggested Clerk meetings and/or trainings hosted by the Wisconsin Towns Association (WTA)
- Record, prepare, and maintain accurate meeting minutes, resolutions, ordinances, motions, and official actions of the Town Board in compliance with Open Meeting laws.
- Coordinate meeting logistics, public notices, correspondence, and distribution of meeting materials to Town Board members applicable parties.
- Assist the Town Chairperson and Board with administrative follow-up on motions, resolutions, contracts, and policy implementation.

Elections Administration

- Serve as the Town's Chief Election Officer and administer all federal, state, county, and local elections in accordance with Wisconsin Statutes and guidance from the Wisconsin Elections Commission.
- Prepare and publish required election notices, ballots, polling information, and legal postings within statutory deadlines.
- Coordinate voter registration activities and maintain accurate election records and documentation.
- Recruit, schedule, train, and supervise election inspectors and poll workers.
- Prepare polling locations, election supplies, voting equipment, and absentee ballot procedures.
- Process absentee ballot applications and maintain related records in compliance with election laws and confidentiality requirements.
- Ensure security of ballots, voting equipment, and election materials.
- Compile, certify, and report election results to the appropriate agencies within required timelines.
- Maintain election records and retention schedules in accordance with Wisconsin law.
- Attend required election training and remain current on changes to election laws, procedures, and technology.

Records & Compliance

- Serve as the official custodian of records including ordinances, resolutions, and board meeting procedures
- Respond to public records requests in accordance with Wisconsin public records laws and Town policies.
- Ensure legal notices, postings, and publications are completed within statutory timelines and recordkeeping requirements. Notices may include but are not limited to: online (web) posting and newspaper publications. Follow Wisconsin Towns Association (WTA) for posting requirements.

Financial Recordkeeping

- Maintain accurate and complete financial records for the Town in accordance with Wisconsin Statutes, Town policies, and accepted governmental accounting practices.
- Process and record accounts payable, receivables, invoices, and other authorized financial transactions as assigned.
- Maintain organized records of expenditures, revenues, deposits, contracts, and supporting financial documentation.
- Prepare financial reports, summaries, and supporting documentation for Town Board review and meetings.
- Ensure compliance with records retention requirements and applicable financial reporting regulations.
- Conduct payroll processing, tax reporting, and related record keeping as applicable.
- Monitor expenditures and revenues in coordination with the Town Board and Treasurer.
- Coordinate and complete monthly reconciliation of financial records with the Town Treasurer to ensure accuracy and consistency of Town accounts.
- Assist with annual audit preparation and provide requested financial documentation to auditors, accountants, or regulatory agencies.

Budget and Financial Administration

- Maintain budget-related records and reporting documents
- Assist in preparation and administration of the annual town budget.
- Coordinate with the Town Board and Treasurer regarding budget status and financial planning.
- Prepare annual financial reporting and tax levy documentation.

Employee Management

- Conduct Payroll for up to 50 employees (current as of 6/1/2026) number of employees is subject to change
- Pay the required Federal and State Tax Withholdings monthly to ensure accuracy and compliance
- New Hire paperwork and filing
- File quarterly unemployment reports
- Process W2's
- Maintain personnel records, employment documentation, and confidential employee files in accordance with applicable laws and Town policies.

- Assist with employee onboarding, payroll documentation, and related personal processes as assigned.

Licensing & Permits

- Process, issue, and maintain records for licenses and permits as authorized by Wisconsin Statutes, Town ordinances, and Town Board direction.
- Prepare applications, notices, and supporting documentation related to licensing and permitting activities.
- Coordinate with applicants, property owners, contractors, department heads, and governmental agencies regarding permit and licensing requirements.
- Maintain accurate records of issued licenses, permits, renewals, inspections, fees, and related correspondence.
- Prepare materials and recommendations for Town Board review and action related to licenses, permits and approvals as applicable.
- Collect and record applicable fees and coordinate financial reporting with the Town Treasurer
- Monitor expiration dates, renewals, and compliance requirements associated with Town-issued license and permits.
- Provide information and assistance to residents and businesses regarding Town procedures, applications, and regulatory requirements.

Team Collaboration and Intergovernmental Coordination

- Maintain effective and professional working relationships with the Town Board, Town Treasurer, department heads, employees, contractors, and members of the public.
- Coordinate and communicate regularly with the Town Board regarding agendas, meeting preparation, ordinances, resolutions, policies, and administrative matters.
- Work collaboratively with the Town Treasurer to ensure accurate financial reporting, monthly reconciliations, budget coordination, and compliance with statutory requirements.
- Support and coordinate with department leadership including the Highway Department, Recycling Center, Town Constable, and Fire Department regarding operational needs, records, reporting, notices, and Town communications.
- Maintain regular communication with the Fire Chief and Fire Department Secretary regarding agreements, billing, reporting, records management, grant funding, and administrative support as needed.
- Attend meetings, workshops, and training sessions as directed by the Town Board or required by statute.
- Provide courteous, responsive, and professional service to residents, elected officials, governmental agencies, and community partners.

Public Information

- Acts as the “front-line” contact for the town
- Answer public inquiries
- Provide customer service

Required Knowledge, Skills, and Abilities

- **Legal Knowledge:** Knowledge of Wisconsin Statutes applicable to town government, including municipal law, election law, public records law, Open Meetings Law, licensing, and records retention requirements. Understanding of municipal procedures governance structure, and statutory responsibilities of town officials. Ability to interpret, apply, and ensure compliance with ordinances, policies, and legal requirements.
- **Technical Skills:** Proficiency in Microsoft Office (Word, Excel, Outlook, & Zoom) and financial software like QuickBooks. Familiarity and comfortability in updating and maintaining the Town's website.
- **Communication:** Strong written and verbal communication skills for preparing legal notices and interacting with the public. Ability to clearly explain procedures, requirements, and information in a professional and accessible manner. Ability to search for information and comfortable with asking for help.
- **Professionalism:** Ability to act independently, manage multiple projects with tight deadlines, have a keen attention to detail, and remain impartial. Ability to maintain confidentiality and handle sensitive information with discretion. Consistency in decision-making and administrative duties.

Workload Expectations

This position is structured as a part-time role with an expected average workload of approximately 30 hours per week. Due to the nature of municipal operations, workload may vary depending on statutory deadlines, election cycles, budget preparation, board meeting schedules, and other time-sensitive or project-based responsibilities.

The Town Clerk must be able to prioritize tasks effectively, manage fluctuating workloads, and adjust hours as necessary to meet critical deadlines and ensure timely completion of required duties. Some evening or additional hours outside the standard schedule may be required for Town Board meetings, elections, meeting with the public by appointment and other official functions.

1. Resolution Regarding Implementation of Appointed Town Clerk Position

Town of Tilden, Chippewa County Resolution No. 2026-1

WHEREAS, the electors of the Town of Tilden approved at the annual town meeting held on Tuesday, April 21, 2026, the conversion of the Town Clerk position from an elected position to an appointed position; and

WHEREAS, the Town Board is authorized to implement such change pursuant to Wis. Stat. § 60.30 and

WHEREAS, the current Clerk is serving by appointment to fill a vacancy; and

WHEREAS, the Town Board may determine an appropriate timeline for implementing the appointed Clerk structure in a manner that supports continuity and administrative efficiency;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Tilden hereby establishes an effective date of _____ for the Town Clerk position to become an appointed position; and

BE IT FUTHER RESOLVED, that upon effective date, the Town Clerk position may be filled by appointment by the Town Board in accordance with applicable law; and

BE IT FURTHER RESOLVED, that the position of Town Clerk may be reviewed periodically to ensure the appointed Clerk is satisfactorily meeting all obligations.

Adopted this _____ day of _____, 2026.

Signature of *Town Chair*: _____
Gary Meinen

Attested by *Town Clerk*: _____
Nicole Ruf

Roll Call Vote of the Tilden Town Board:

Chair, *Gary Meinen* _____

Supervisor, *Daniel Reischel* _____

Supervisor, *Eric Bohl* _____

Resolution Regarding Compensation for Appointed Town Clerk

Town of Tilden, Chippewa County Resolution No. 2026-2

WHEREAS, the Town Board is in the process of implementing the Town Clerk position as an appointed role; and

WHEREAS the Town Board recognizes the importance of establishing compensation that reflects the responsibilities and time commitment associated with the position;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board sets the annual compensation for the appointed Town Clerk as \$45,000, determined appropriate by the Board, and

BE IT FURTHER RESOLVED, that this compensation is intended to reflect an approximate part-time workload and the absence of employer-provided benefits, and

BE IT FURTHER RESOLVED, that compensation may be reviewed periodically as part of the Town's budgeting and administrative processes.

Adopted this _____ day of _____, 2026.

Signature of *Town Chair*: _____
Gary Meinen

Attested by *Town Clerk*: _____
Nicole Ruf

Roll Call Vote of the Tilden Town Board:

Chair, *Gary Meinen* _____

Supervisor, *Daniel Reischel* _____

Supervisor, *Eric Bohl* _____